

BUYER I

PURPOSE AND NATURE OF WORK

Position is responsible for purchasing processes, under complex government regulations, for a predetermined group of departments. The work includes processing direct payments, requisitions, bid packages on publicly bid contracts, and the evaluation of bids. Work is performed under the general direction of a Buyer II.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Receives, examines and processes, according to state law and Consolidated Government policies and procedures, requisitions from different departments. Provides vendors with specifications, obtains formal or informal bids, consults with users and vendors, selects suppliers, and forwards documents to the accounting division for payment.

Monitors recurring contracts for supplies such as limestone, pipe, concrete, etc. within assigned departments and formally inquires of specification changes prior to expiration. Prepares, with clerical assistance, information packages for bidders, including general legal requirements of contracts and instructions, and advertisements for bids. May examine contract payments and file any documents related to administering a contract.

Monitors outstanding purchase orders, maintains bidder lists, price lists, and acts as liaison between vendor and user.

Performs related work as required.

NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS

Considerable knowledge of Consolidated Government's purchasing policies and procedures.

Considerable knowledge of the types, grades, sources of supply and unit prices of goods to be purchased.

Ability to compare specifications and bids, and to tabulate analyzed bids.

Ability to create, develop and maintain purchasing-related records.

Ability to exercise independent judgment in the performance of prescribed duties.

Ability to establish and maintain effective working relationships with employees, vendors, and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school supplemented by course work in accounting or business administration, and experience in government purchasing; or any equivalent combination of training and experience.